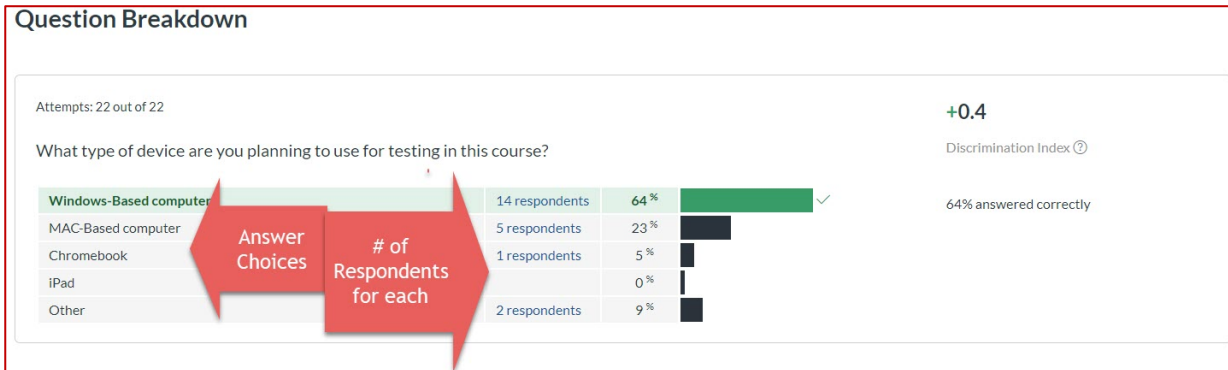
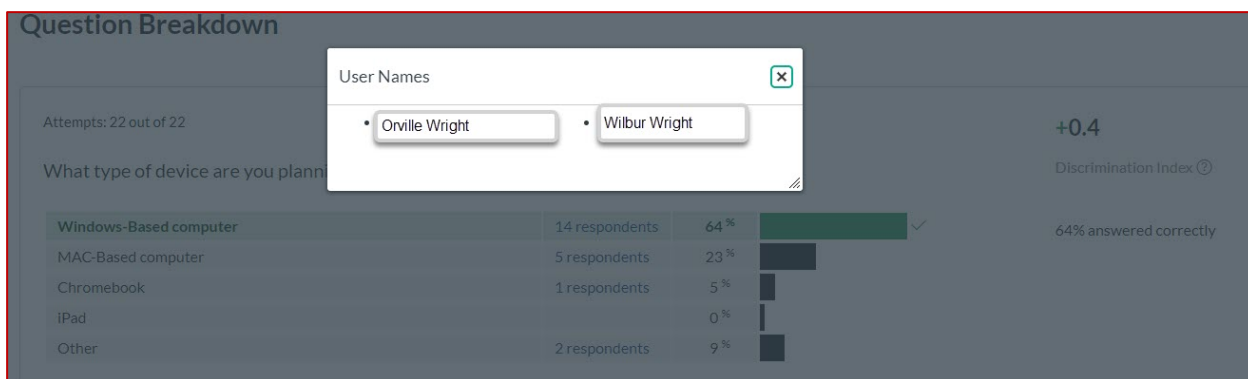


Reading a Canvas Survey

1. Click on **Quizzes** in the Course Menu
2. Click on your **Survey** title
3. In the Upper Right you will see **Survey Statistics**
4. Click **Survey Statistics**
5. You will see a *Quiz Summary* but no student names will be associated.
 - a. In **Quiz Summary** you will see a question Breakdown (example below)



- b. To see which students chose which response, click the number of Respondents link for that choice – a pop-up box displays the names.



6. For more details, click on **Student Analysis** – this will generate a report of student responses.
 - a. The report will be in Excel CSV format and download automatically in your browser.
 - b. You will see student names, EMPLID, Section, and each question and their response in a form that you may keep for your records if needed.
 - c. Each question will be its own column with the question text the column title.
 - d. You will also see extraneous information (is the Answer “Correct” or not) shown as a 1 or 0 – that column for each question can be removed at your discretion.